



JOHN L. SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

Position: AIR CONDITIONING & HEATING CONTROL MECHANIC	PAY RANGE: \$26.64 – 29.09 /hr.	CLASSIFICATION/ GRADE: LT-17	EEOC L&T
LOCATION:  Facilities Mgmt., Town Hall	APPLY BY:  September 8, 2011	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

An official Town of Newington employment application is required for candidates wishing to be considered for this position. Applications may be obtained at the Town Manager's office (860-665-8510) or online at [www.newingtonct.gov](http://www.newingtonct.gov).

### POSITION DESCRIPTION

Under the general supervision of the Facilities Manager, performs skilled work in the repair and maintenance of electrical and mechanical control systems of commercial size air conditioning and air handling equipment, heating systems, and miscellaneous services. Performs semi-skilled custodial and facilities maintenance work throughout all Town-owned buildings. May work alone or as part of a team and is also responsible for routine custodial work.

### ESSENTIAL JOB FUNCTIONS

- Receives oral and written instructions from Supervisor.
- Repairs, reconditions, and maintains all air conditioning equipment and heating controls. Maintains a file of all major pieces of air conditioning equipment, entering a description of all important repairs to this equipment on history sheets. Repairs and replaces defective thermostats, relays, and air conditioning units. Maintains proper air pressures in mechanical systems and checks for leaks and proper air compression. Requisitions materials as necessary. Maintains a file of control diagrams on heating equipment and makes sure that all controls are performing the desired function and that they are coordinated with other controls. Sets up and maintains a routine maintenance program.
- Performs routine building maintenance projects such as replacing electrical outlets and switches, fluorescent fixtures and ballasts, fans, faucets, toilets; removing obstructions from drain pipes; painting; moving furniture, and similar projects.
- Inspects buildings to assure conformance to established standards. Obtains materials and equipment needed to perform daily duties. Coordinates activities with departments and supervisor.
- May perform routine cleaning and custodial duties. Empties waste baskets, transports trash and waste to disposal area, as needed.
- Monitors the building's plumbing, electrical, HVAC, and other systems.
- Responds to unexpected events, such as toilet spills. Performs special projects, such as cleaning drainpipes on the roofs of all Town buildings.
- Performs other related tasks or duties as required or directed by supervisor.

### REQUIRED MINIMUM QUALIFICATIONS

- High school diploma or technical school education;
- Two (2) years of experience as a journeyman in the air conditioning/air handling installation and repair field including experience with control mechanisms such as thermostats and relays; or
- An equivalent combination of education and qualifying experience.

### LICENSE OR CERTIFICATE

- A valid Connecticut driver's license.
- License to handle refrigerants used in HVAC systems (ability to obtain within 6 months of hire)

**SEE ATTACHED JOB DESCRIPTION FOR OTHER DUTIES AND QUALIFICATIONS.**

*The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.*